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MEMORANDUM

TO: Local and Intermediate School District Superintendents, Local and Intermediate School District Directors of Special Education, Chief Executive Officers of Public School Academies, State Monitoring Personnel, Intermediate School District Monitoring Personnel, and Organizations and Associations Interested in Special Education

FROM: Jacquelyn J. Thompson, Ph. D., Director
Office of Special Education and Early Intervention Services (OSE/EIS)

DATE: September 8, 2003

SUBJECT: Monitoring of Special Education Programs and Services

The OSE/EIS has recently investigated complaints against local education agencies (LEAs), i.e., local school districts and public school academies, that have identified no students as eligible for special education. In some of these cases, the LEA has not followed proper procedures under R340.1722e of the Administrative Rules for Special Education, Previous enrollment in special education.

Past monitoring practices have involved a stratified random sampling of all special education students within an intermediate school district (ISD). This practice does not identify students who have enrolled in a new LEA with previous eligibility as special education students, if they are no longer receiving special education.

Beginning in School Year 2003-2004, the state monitoring personnel will begin to monitor LEAs that identify no students as eligible for special education for compliance with R340.1722e. Such LEAs will be asked to describe their procedures for enrollment of students who are identified as previously eligible for special education.

This memorandum also serves as a notice to intermediate school districts to also begin to monitor LEAs that identify no students as eligible for special education for compliance with R340.1722e in School Year 2003-2004. Any questions about this change in monitoring procedures may be directed to Ms. Kathy Barker, Interim Coordinator of Monitoring, at (517) 335-0465, or barkerk@michigan.gov

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